



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 5220.4
BUMED-15
27 Jun 95

BUMED INSTRUCTION 5220.4

From: Chief, Bureau of Medicine and Surgery

Subj: AUTOMATED WORKLOAD MANAGEMENT SYSTEM FOR NURSING (AWMSN)

Ref: (a) Joint Commission on Accreditation of Healthcare
Organizations (JCAHO) Manual, 1995
(b) Automated Workload Management System for Nursing
Manual, 1994
(c) SECNAVINST 5214.2B

1. Purpose. To establish a reporting system for data collected through the AWMSN, which provides a standardized method of determining nursing workload requirements based on patient acuity.

2. Scope. Applies to all fixed naval medical treatment facilities (MTFs) providing inpatient care.

3. Background. Adopted by the Assistant Secretary of Defense for Health Affairs in 1988, the AWMSN meets the JCAHO standard as identified in reference (a) to define, implement, and maintain a system by which the quantity and quality of available nursing resources are based on precisely identified patient requirements for nursing care. The AWMSN provides timely and reliable acuity-based workload data on a daily basis, from which nursing manpower requirements can be determined. AWMSN data may be used at all echelons within the medical community: To establish priorities for resource requirements at the department level; to assess total number of direct nursing care hours required at the facility level; and to analyze trends in nursing utilization and resource allocation. Inpatient acuity data became a reportable item in the Department of Defense Medical Expense and Performance Reporting System (MEPRS) in October 1993.

4. Objectives

a. Provide a standardized inpatient classification tool for quantifying inpatient nursing department workload.

b. Provide guidance for determining the number of professional and paraprofessional nursing staff required to meet the identified patient care needs.

c. Assign and define responsibilities for direction, management, and maintenance of the system.



- d. Assign and define AWMSN reporting requirements.
- e. Consolidate AWMSN data for review and analysis.

5. Responsibilities

a. Bureau of Medicine and Surgery (BUMED)

(1) The Assistant Chief for Resource Management (MED-01) is the Navy functional sponsor of the AWMSN as a manpower requirements determination tool.

(2) In addition to MED-01, the Assistant Chief for Health Care Operations (MED-03) and the Director, Navy Nurse Corps (MED-00NC) will use the data collected in assessing inpatient workload trends and resource allocation decisions.

b. Naval Medical Information Management Center (NAVMEDINFOMGMTCEN)

(1) The commanding officer is responsible for ensuring AWMSN data are available for review and analysis by interested parties.

(2) The AWMSN manager, (Code 22), is responsible for the continued development, deployment, maintenance, and reliability of the AWMSN. The AWMSN manager is also responsible for the transfer of quarterly summary files to headquarters' systems.

c. Military Treatment Facilities (MTFs)

(1) The commander or commanding officer shall exercise direction, management, and maintenance of the AWMSN within the facility. The commander or commanding officer is responsible for those reports specified in this instruction including the submission (data transfer) of fiscal year quarterly AWMSN data by the 15th day of the month following the last month of the quarter reported (15 January to report first quarter data, 15 April for second quarter, 15 July for third quarter, and 15 October for fourth quarter).

(2) The commander or commanding officer may designate an AWMSN project officer to oversee and assist in the:

- (a) Implementation and accurate use of the AWMSN.
- (b) Maintenance of documentation.
- (c) Processing and timely submission of reports.

(3) The AWMSN user's manual, reference (b), facilitates use of the system.

6. Action. Effective fiscal year 1995, all AWMSN reporting will adhere to this instruction. The following reports as described in reference (b) are prescribed:

a. Reports produced at the MTF level on a daily basis:

- (1) Daily nursing unit report.
- (2) Daily required staffing report.

b. Reports produced at the MTF level on a monthly basis:

- (1) Comparison of required to actual staff by skill level.
- (2) Comparison of patients to required nursing care hours.

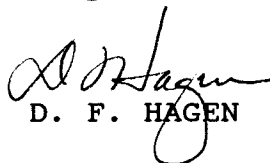
c. Total patient days per acuity category by unit identification code (UIC) file forwarded to MTF MEPRS coordinator on a monthly basis for transfer with MTF MEPRS data via NAVMEDINFOMGMTCCN to MEPRS central.

d. Files containing daily work center information forwarded to NAVMEDINFOMGMTCCN on a quarterly basis via diskette or File Transfer Protocol (FTP).

e. Files containing facility summary data forwarded by NAVMEDINFOMGMTCCN to headquarters systems on a quarterly basis.

7. Miscellaneous. Any questions regarding the AWMSN program should be directed to Head, Manpower Requirements Branch, BUMED-153, DSN 294-0399 or (202) 653-0399. Questions regarding the maintenance or use of the AWMSN data entry system should be directed to the AWMSN Manager at NAVMEDINFOMGMTCCN, Code 22, DSN 295-3190/0850 or (301) 295-3190/0850, FAX (301) 295-0042.

8. Reports Exemption. The requirements contained in paragraph 6 are exempt from reports control by reference (c), part IV, paragraph G8.


D. F. HAGEN

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